

POLICY

POLICY NUMBER

220.300

TITLE

**VETERANS LICENSE PLATE EMBLEM PROGRAM - FUND
EXPENDITURES**

EFFECTIVE DATE:	October 24, 2001
AUTHORITY:	General authority of the Director of the Department of Veterans Affairs, hereinafter referred to as Department, to manage and direct the Department, RCW 43.60A.040, .050, and .060.
PURPOSE:	To define policy and procedures for expenditures made by the Department from the veterans emblem account.
APPLICABILITY:	All employees within the Department and the Veterans Affairs Advisory Committee (VAAC).
DEFINITIONS:	<u>Veterans Remembrance Emblem Program</u> permits eligible veterans to purchase and display approved decals (U.S. Flag, U.S. Veteran and replicas of several campaign ribbons) on their vehicle license plates.
POLICY:	<ol style="list-style-type: none">I. In accordance with RCW 46.16, the Department of Licensing (DOL) may set fees and administer the Veterans Remembrance Emblem Program.II. Fees collected from the sale of Veterans Remembrance Emblems are deposited in the Veterans Emblem Account, which is held by the state treasurer.III. Expenditures From The Veterans Emblem Account Are Limited.<ol style="list-style-type: none">A. DOL may expend funds for:<ol style="list-style-type: none">1. Costs of production of remembrance emblems, or2. Program administration.

PROCEDURE:

- B. DVA may expend funds for direct costs of contracting, contract administration and project administration related to:
 - 1. Projects that pay tribute to living and deceased veterans, who have defended our nation's freedom;
 - 2. Upkeep and operations of existing memorials; and
 - 3. Land acquisition and construction of new memorials.
- I. Creation And Upkeep Of Memorials To Veterans.
 - A. DVA reviews and gives final approval for expenditures to construct or maintain memorials to veterans.
 - B. When the Director or designee determines sufficient funds have accumulated in the Veterans Emblem Account, DVA solicits proposals for expenditures of the funds. Proposals are reviewed and scored by a subcommittee of the VAAC. Solicitation shall be done by:
 - 1. A statewide press release;
 - 2. Mailing the press release to all veterans service organizations; and
 - 3. Mailing the press release to any organization/individual on file who has requested such information.
 - C. Organizations requesting funds shall:
 - 1. Have a certificate of incorporation, or
 - 2. Have IRS tax exemption status (IRS 501 (C)(3)), or
 - 3. Be a public entity (e.g. city, county, or state).
 - D. Project proposals shall be submitted in writing to the Director and include:
 - 1. The organization's name, address, telephone number and the name of the individual who may be contacted regarding the proposed project;
 - 2. A description of the organization, including its goals and purpose;
 - 3. A detailed description of the project for which funding is requested, to include copies of artist drawings, blueprints, etc.;
 - 4. The total project cost, identifying:
 - a) All sources of funds, either collected or pledged;
 - b) The amount requested from the Veterans Emblem Account; and
 - c) Details of how Veterans Emblem Account funds will be spent.
 - 5. Proposals received by DVA are submitted to the Governor's Veterans Affairs Advisory Committee (VAAC) for review and recommendation.
 - 6. The VAAC returns its recommendations to the Director, for final approval.

II. Contracts For Approved Projects.

1. The DVA Contract Officer writes any necessary contracts to complete approved projects.
2. Contracts will be written and monitored in accordance with the Office of Financial Management contracting rules.
3. The Contract Officer makes periodic reports of the project status to Director and the VAAC.
4. A contract between DVA and the requesting organization may be terminated without consulting the VAAC when the organization does not complete a proposed project as described in their initial request or does not comply with contract stipulations.


RESOURCE: Contract Officer

REVIEW: This policy shall be reviewed every three years and updated as needed.

REFERENCES: RCW 46.16.332 License Plate Emblems – Fees, Chapter 43.88 RCW (allotment procedures)

SUPERSESSION DVA policy # 1-07, dated March 17, 1995

ATTACHMENTS: None



John King, Director

10/8/2001

Date